



## Smith River Rancheria

### Position Description

**Title:** Tribal Resource Technician  
**Class:** Skilled  
**Status:** Full Time/Part Time  
**Supervisor:** GIS Analyst  
**Effective Date:** July 17, 2013

**Department:** Self-Governance  
**FLSA:** Non-Exempt  
**Pay Grade:** V (\$13.36-\$18.34)  
**Subordinates:** None

#### Position Summary:

This position collects, compiles, inputs and manages information and data pertaining to Tribal resources, including but not limited to; natural, cultural and marine resources. This position supports the efforts of numerous departments in carrying out the Tribes co-management responsibilities

#### Essential Duties and Responsibilities:

include the following.

- Conduct GPS data collection pertaining to natural, cultural and marine resources.
- Data collection of water quality and other ecological factors related to habitat assessment of coastal shoreline within aboriginal territory.
- Import, update, edit, and manage data within Smith River Rancheria's GIS.
- Create digital maps to be used as supporting documents for reports to Tribal, state and federal agencies.
- Enter data into prepared spreadsheets.
- Work alone or accompany staff in performing site visits, collection of field data and site surveys.
- Assists and participates in cultural resource field surveys.
- Attend trainings and meetings as directed.
- Assist with data creation for Tribal projects.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

#### Minimum Qualifications:

- Demonstrate ability and aptitude to learn and interpret ESRI GIS software suite.
- Demonstrate ability and aptitude to learn and utilize GPS data collection equipment.
- Demonstrate ability and aptitude to learn how to create, edit, update and manage database applications, computer equipment and software.
- Ability to work with local, federal, state agency staff and/or project coordinator's during project implementation.
- Demonstrated ability to read maps and project descriptions.
- Willingness to complete required training for cultural resources monitoring and documentation
- Knowledge of local marine and terrestrial species
- Knowledge of Tolowa Dee-ni culture and cultural resources.

- All employees must comply with Smith River Rancheria drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.
- All Smith River Rancheria employees must submit to a background check and abide by all Tribal, federal, and state laws.
- Qualified American Indian Preference applies.

#### **Education and Experience:**

- High school degree or GED equivalent.
- Must have experience with windows based computers and Microsoft suites, such as Excel, Word, and PowerPoint.
- Must have an understanding of technical equipment such as GPS, survey tools, and computers.
- ESRI ArcGIS experience is preferred but is not required applicants must show a willingness to learn and continue education in ArcGIS, GPS operation, and map development.
- Education may be substituted for work experience equivalent.

#### **Language Skills:**

Must have the ability to read and interpret topographic maps, technical manuals, government regulations and documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

#### **Mathematical Skills:**

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

#### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Certificates, Licenses, Registrations:**

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must regularly lift and/or more up to 10 pounds and occasionally lift and/or move up to 25 pounds.

#### **Vision Requirements:**

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and the ability to distinguish shades of color

**Work Environment:**

- This is primarily a field position.
- Work in various environments (rain, wind, sun, etc.)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_